

Monthly & Annual Reporting Description  
Attachment J

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I. NYTD MONTHLY REPORT

The National Youth in Transition Database (NYTD) Outcomes Survey Monthly Report must be submitted by the 10<sup>th</sup> of each month. The vendor must report the following information on all members of the survey population. The monthly report will include a detailed description of the survey activities for the federal NYTD follow-up survey population for 19- and 20-year-old participants during the report period. The monthly report shall include the following:

- NYTD youth outcomes survey reporting data
- NYTD incentive data
- Youth location and contact efforts
- Youth engagement activities

***Note: The monthly report template is Attachment K***

II. NYTD ANNUAL REPORT

The NYTD annual report will be submitted at after the end of each survey period, **November 1<sup>st</sup>**. The vendor must report information for the previous NYTD outcomes survey period. The annual report shall include the following:

1. NYTD youth outcomes survey reporting data
  - a. Number of youths in the total survey population per federal fiscal year
    - Total number of youths in population A
    - Total number of youths in population B
  - b. Number of youths in the 19- or 21-year-old follow up population who are reported as in care or out of care.
    - Total number of youths in population A who are reported as in care / out of care
    - Total number of youths in population B who are reported as in care / out of care
  - c. Number and percentage of youth in the 19- or 21-year-old follow up population who successfully completed the NYTD outcomes survey population per federal fiscal year.
    - Number and percentage of youth who are reported as out of care who successfully completed the survey for population A and B
    - Number and percentage of youth reported as in care who successfully completed the survey for population A and B
  - d. Number and percentage of youth in the total survey population that reported the following:
    - Declined
    - Incapacitated
    - Incarcerated
    - Deceased
    - Unable to Locate
    - Total number of youths in population A and B who reported the following:
      - Declined
      - Incapacitated
      - Incarcerated

- Deceased
- Unable to Locate

2. Incentives

- a. Number of youths who received an incentive and total cost during the survey period
  - Total number of youths and total cost in Population A and B
- b. Total cost Breakdown associated with each incentive type
  - Total cost breakdown associated with each incentive type for population A and B
- c. Total number and percent of youth who completed the survey and did not receive an incentive
  - Total number and percentage of youth who completed the survey and did not receive an incentive for population A and B

3. Locating and Contacting

- a. Total number of youths contacted during the survey period for the purpose of conducting the NYTD survey (complete survey, inform to take survey, mailed survey packet, emails packet)
  - Total number telephoned
  - Total number emailed
  - Total number text messaged
  - Total number Face Book / Instagram Messenger
  - Total number U.S Mail
  - Total number face to face
- b. Total number of youths contacted in population A and B during the survey period for the purpose of conducting the NYTD survey (complete survey, inform to take survey, mailed survey packet, emails packet)
  - Total number telephoned
  - Total number emailed
  - Total number text messaged
  - Total number Face Book / Instagram Messenger
  - Total number U.S Mail
  - Total number face to face
- c. Average number of hours spend contacting youth purpose of conducting the NYTD survey (complete survey, inform to take survey, mailed survey packet, emails packet)
  - Average number hours spend contacting youth for population A and B
- d. Give Summary of overall efforts to survey youth throughout the survey period include notable trends

4. Youth Engagement & Outreach Services

- a. Total contacts made with youth throughout the report period for the purpose of youth engagement and outreach services. (Example: NYTE events, newsletter, webpage, birthday, Christmas event etc.)
- b. Total number of engagement activities and total # of youth participants in each activity
- c. Description of youth ambassador activities including total # of meetings
- d. Total number of youths that received a referral for older youth services or was connected to services
- e. Description of any acute issues identified through the survey period. (Ex: 2 youth

reported homelessness, 1 youth reported significant health issue...)

5. Youth Engagement social media /Website/App
  - a. Description and total of youth engaged via social media and website
    - Public interaction through website and social media (FAQs, Requests for information, visits, document downloads, etc.)
    - Updates and purposes of such updates (link updates, contact information updates, etc.)
  - b. Description and total youth engaged via of app
    - Public interaction through website
    - Updates and purposes of such updates
  - c. Any notable trends
6. Other Pertinent Information